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# Example of Load Planner Job Description

Our company is looking for a load planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for load planner

* Accurate preparation of flight paperwork
* Ensure aircraft loading procedures are adhered to
* Weight and balance for aircraft including load handling and load planning
* Crew liaison
* Ground to air radio and internal radio communication
* Coordinating the loading of the aircraft on the ramp
* Liaison with UPS partners in gateways throughout the World
* Provide administrative support to the crew and UPS partners
* Liaising effectively between various UPS functions
* Effective production planning activities

## Qualifications for load planner

* A minimum of four (4) years of experience with data collection and management
* Good attention to detail and professional attitude
* Flexibility to meet all operational needs
* Ability to work to deadlines & handle pressure in a time sensitive environment
* A current/clean Criminal Records Check (CRC)
* A methodical, diligent and enthusiastic approach to their work